

CHAPTER 23. DESIGNATE/RENEW AN AIRMAN CERTIFICATION REPRESENTATIVE (ACR) FOR A FLIGHT INSTRUCTOR REFRESHER CLINIC (FIRC)

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1558

3. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications for original designation or renewal as an ACR for an FIRC. Successful completion of this task results in either the designation or renewal of a qualified candidate as an ACR for an FIRC or the rejection of an unqualified candidate.

5. GENERAL.

A. ACR Program Responsibility. Application for the designation of an ACR authorized to issue flight instructor certificate renewals to eligible course graduates of specified FAA-approved FIRC's should be submitted by letter to the jurisdictional Flight Standards District Office (FSDO) where the applicant's principal business office is located. Only a holder of an FAA-approved FIRC training course outline (TCO) may apply for an ACR designation. Final approval of the TCO is a prerequisite for ACR designation. The FSDO will forward requests for ACR designations through the appropriate regional office to AFS-800 for concurrence with the action indicated.

B. Privileges and Limitations.

(1) After reviewing an applicant's attendance/training record and eligibility, an ACR is authorized to renew the valid flight instructor certificate of an FIRC course graduate who meets the requirements of Federal Aviation Regulations (FAR) 61.197(c). The ACR may accept such applications only from eligible graduates of an FIRC named on the FAA Form 8430-9 and on the display-type certificate, FAA Form 8000-5.

(2) The ACR is not authorized to conduct any written or practical tests in connection with the FIRC. Although an ACR may also be a designated pilot examiner or a written test examiner, these duties are separate from the ACR duties.

(3) An application for the renewal of a flight instructor certificate which cannot be acted upon will be returned to the applicant, and the applicant will be advised of the reasons for nonacceptance.

(4) The ACR shall maintain a record of all certificate renewal applications processed, including those returned to the applicant for nonacceptance for at least 12 months.

C. Duration and Renewal of Designation.

(1) An FAA Form 8430-9 issued to an employee of an FIRC sponsor will be valid for a period of 12 months. The designation is valid only so long as the FIRC approval remains valid and only so long as the ACR remains in the employment of that FIRC sponsor.

(2) Renewal of an ACR designation is not automatic. Application for renewal should be submitted to the jurisdictional FSDO within 30 days of the expiration of designation.

D. Application for Renewal. Application for renewal of an ACR designation must be presented before the designation's expiration. The FSDO should send the ACR a reminder letter (Figure 23-1) and include two blank copies of FAA Form 8710-6, Examiner Designation/Qualification Record. The application package received from the ACR should include the following:

(1) A current FAA Form 8430-9; and

(2) A record of all flight instructor certificate renewal applications processed since the issuance or last renewal of the designation, showing the name of applicant, certificate and ratings applied for, and the date and disposition of the application

E. Prerequisites for Renewal.

(1) The FAA approval of the FIRC, which is the basis for the ACR designation, must be current and valid, and if due for renewal, it must be already approved for renewal.

(2) The appropriate FSDO manager determines that the continuation of the designation is justified to provide service to graduates of the FIRC involved.

F. General Guidelines for Renewal. As a general guideline, a certain amount of activity is required for renewal. Otherwise, approval will be required by the office manager who has jurisdiction over the designated ACR. Any one of the following amounts of activity by the FIRC are acceptable:

(1) ten programs conducted within the preceding 12 months;

(2) minimum of 10 programs anticipated in the 12 months immediately following the renewal; or

(3) minimum of 250 attendees issued graduation certificates in the past 12 months.

G. Cancellation of Designation. The FAA may cancel an ACR designation at any time when justified on the basis of an unsatisfactory inspection by the FAA or when discrepancies noted in an FIRC program or associated ACR certification files are not corrected in a satisfactory or timely manner. The inability to work harmoniously with FAA offices when affecting necessary coordination shall also constitute grounds for cancellation of designation.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of FAR Part 61, FAA policies, and qualification as an Aviation Safety Inspector Operations.

B. Coordination. This task requires coordination with the regional Flight Standards Division and AFS-800 and may require coordination with the Airmen Certification Branch, AVN-460.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 91, 183, and 187 (Appendix A, Fees)
- FAA Order 8710.3, Pilot Examiner's Handbook
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8000-36, PTRS Data Sheet
- FAA Form 8430-9, Certificate of Authority
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Sample letters and forms

5. PROCEDURES.

A. Request for ACR's. Upon receiving a request from an FAA-approved FIRC sponsor for an ACR designation for an employee, contact the sponsor and advise the sponsor that the office is sending an FAA Form 8710-6 (Figure 23-2). This form must be completed by the ACR candidate and returned with the sponsor's written recommendation and the following information:

(1) The original date of FAA approval of the sponsor to conduct FIRC's

(2) The number of programs given in the 12 months preceding the request for the ACR designation

(3) The number of attendees issued graduation certificates

(4) The number of attendees denied graduation certificates

(5) The number and location of programs scheduled for the 12-month period immediately following the date of request for designation

(6) The number of attendees expected to attend the programs in the next 12-month period

B. Prepare and Forward Application. Prepare the FAA Form 8710-6 by entering "X" in the "Other" "Type of Designation" box and entering "ACR" in parentheses after "Other" (Figure 23-2). Forward the application to the sponsor with a cover letter (Figure 23-3) which reconfirms that the application must be completed by the prospective ACR.

C. Evaluate Received Application and Additional Information. Upon receiving the application and additional information, proceed as follows:

(1) Determine the need for the ACR designation by reviewing the information provided by the sponsor.

(a) The sponsor must have had 12 uninterrupted months of experience conducting FIRC's.

(b) The sponsor must have conducted 10 programs within the preceding 12 months. Dates and locations of the programs should be included.

(c) The sponsor should have issued a minimum of 250 graduation certificates within the preceding 12 months.

(d) The sponsor must have planned at least 10 programs for the 12-month period immediately following the date of the ACR request. Dates and locations should be provided, if known. If they are not confirmed, tentative dates and locations should be included.

(e) The sponsor should anticipate a minimum of 250 attendees at these 10 programs.

(2) If the sponsor meets the criteria, determine if the ACR candidate meets the requirements.

(3) If the sponsor does not meet the criteria, send the sponsor a letter advising that a review of the information indicates that past activity and/or activity anticipated in the future does not warrant an ACR designation (Figure 23-4). Send a copy of the sponsor's request, record of activity, and a written recommendation not to designate an ACR to AFS-800 through the regional Flight Standards Division. Close out PTRS.

(4) Review the application to determine if the candidate for ACR meets the general eligibility and experience requirements.

(a) The candidate must be at least 21 years of age.

(b) The candidate must have a good reputation as a pilot, a good reputation in the industry for honesty and dependability, and is known to work harmoniously with the FAA

(c) The candidate must have a written recommendation of the sponsor when the applicant is other than the sponsor.

(d) The candidate must hold at least a commercial pilot certificate and a valid flight instructor certificate with at least one category rating or a ground instructor certificate.

(e) The candidate has been employed as either a chief flight instructor, an assistant chief flight instructor, a ground instructor of an FAA-approved school, or in other positions of equivalent responsibility for at least 12 months immediately preceding the request for designation.

(5) If the candidate does not qualify as an ACR, proceed as follows:

(a) Contact the sponsor and advise that the candidate does not qualify and that a letter to that effect is being sent to the sponsor and to the candidate (Figure 23-5). Advise the sponsor to submit a new candidate for consideration within the next 30 days. Inform the sponsor that the new candidate's qualifications will be reviewed upon receiving a new application and qualifications. Include a blank FAA Form 8710-6. File the letter in the suspense file.

(b) If the sponsor submits a new candidate within the 30-day period, review the qualifications as per paragraph 5C(4) above.

(c) If the sponsor does not submit a new candidate, prepare and send the sponsor a Letter of Termination (Figure 23-6). Send a copy of all documentation

to AFS-800 through the Flight Standards Division manager. Close out PTRS.

D. Sponsor and Candidate Satisfactory.

(1) Compile a file of copies of the appropriate documents listed below:

(a) FAA Form 8710-6

(b) Additional qualifications of the candidate

(c) Qualifications of the sponsor

(d) A written recommendation from the FSDO for designation (Figure 23-7)

(2) Forward the package to AFS-800 through the Flight Standards Division manager. Place the recommendation letter to AFS-800 in suspense until receiving a reply. File the original set of documents in accordance with office procedures.

E. AFS-800 Reply to Recommendation for an ACR.

(1) If AFS-800 does not concur with the recommendation for ACR designation, send a letter to the sponsor advising him or her of the reasons that the designation is declined (Figure 23-8). Close out PTRS.

(2) If AFS-800 concurs with the recommendation for ACR designation, proceed with the following steps:

(a) Contact both the sponsor and the candidate and inform them that the ACR designation has been approved and schedule an appointment with the candidate and the sponsor, if available.

(b) Prepare and send a letter to the candidate to confirm the scheduled appointment (Figure 23-9).

(c) At the scheduled appointment, establish and verify the applicant's identity. (See Chapter 1, Section 4, paragraph 5 of this handbook.)

(d) Issue the candidate the following documents:

(i) FAA Form 8000-5 (numbered in accordance with current numbering system)

(ii) FAA Form 8430-9 (numbered in accordance with current numbering system and issued to expire at the end of the twelfth month from the date of issue)

(iii) Letter of Authority with appropriate limitations (Figure 23-10)

(e) Issue the candidate the following supplies:

(i) FAA Form 8060-4, Temporary Airman Certificate

- (ii) FAA Form 8060-5, Notice of Disapproval
- (iii) FAA Form 8710-1, Airman Certificate and/or Rating Application

(iv) A copy of FAA Order 8710.3, Pilot Examiner's Handbook

(f) Instruct the ACR candidate in the proper procedures for reviewing and evaluating a flight instructor certificate renewal application. Also, instruct the ACR in the review of training attendance records to determine an applicant's eligibility for renewal under FAR 61.197(c). Emphasize the limitations specified in the Letter of Authority to the candidate.

(g) Complete and sign the reverse side of FAA Form 8710-6.

(h) Prepare FSDO file containing the following:

- (i) Copy of FAA Form 8000-5
- (ii) Copy of FAA Form 8430-9
- (iii) Copy of Letter of Authorization
- (iv) Original of FAA Form 8710-6
- (v) Letter of Denial (if applicable)
- (vi) All other correspondence

F. PTRS. Complete FAA Form 8000-36 in accordance with the PPM.

G. Vital Information System (VIS). Open or update the VIS file on the ACR.

7. RENEWAL.

A. Renewal Procedures for an ACR.

(1) Contact the ACR and schedule an appointment for renewal. Advise the ACR that he or she must bring to the appointment the following:

- (a) A completed, signed FAA Form 8710-6
- (b) Record of all of flight instructor renewal applications (ones that have been processed since the last renewal)
- (c) The FIRC sponsor's activity records for the past 12 months

(2) Prepare and send the ACR a letter confirming the scheduled appointment (Figure 23-9).

(3) At the scheduled appointment, verify the applicant's identity by inspecting acceptable forms of identification. (See Chapter 1, Section 4, paragraph 5 of this Handbook.)

(4) Review the ACR's FAA Form 8710-6 and his or her flight instructor renewal applications.

(5) Make the determination of whether the ACR is still needed by reviewing the sponsor's activity records and applying the same standards as for original designation. If it is determined that there is no longer a need for the ACR's services, proceed with cancellation.

(6) Review the ACR's office file for any files returned from AVN-460 for correction and any complaints about the ACR.

(a) If there are some minor problems in the area of returned files or complaints, discuss them with the ACR, resolve the problems, and proceed with renewal.

(b) If the problems are determined not to be correctable, proceed with cancellation.

(7) Issue the ACR a new FAA Form 8430-9, including the new expiration date. Issue the ACR any additional supplies that he or she may need.

(8) Complete and sign the reverse side of FAA Form 8710-6 and send a copy to AFS-800 through the regional Flight Standards Division manager.

(9) File a copy of FAA Form 8430-9 and the original of FAA Form 8710-1 in the ACR's FSDO file.

B. PTRS. Complete FAA Form 8000-36 in accordance with the PPM.

C. VIS. Update the VIS file on the ACR.

9. CANCELLATION. If an ACR designation must be cancelled, proceed with the appropriate steps that follow:

A. Cancellation Because of Lack of Need or Activity.

(1) Hold an informal meeting with the ACR and explain the reasons for cancellation.

(2) Send the ACR a letter confirming the cancellation (Figure 23-11). Ensure that the letter includes the following:

(a) Appreciation commensurate with the ACR services rendered

(b) A cancellation date which permits the ACR to complete any scheduled tests

(c) A request for the return of the ACR's FAA Form 8430-9 and all unused agency materials and supplies issued to the ACR

(d) An explanation that the ACR may retain the display-type certificate FAA Form 8000-5 after it has been marked "Cancelled," dated, and signed by the inspector.

(3) Send a notification letter to the sponsoring FIRC advising them that the ACR's designation has been cancelled.

(4) Forward a copy of the notification letter to AFS-800 through the regional office.

B. Voluntary Surrender. If an ACR voluntarily surrenders the designation for cancellation by submitting a written request, proceed as follows:

(1) Check to make sure that the request is accompanied by FAA Form 8430-9, FAA Form 8000-5, and all FAA manuals, materials, and supplies held by the ACR. If all of the above stated materials are not included, send a letter requesting them (Figure 23-12).

(2) If requested by the ACR, return FAA Form 8000-5 after marking it "Cancelled," initialing, and dating it.

(3) Send a memorandum to AFS-800 through the regional Flight Standards office to inform them that the ACR has voluntarily surrendered the ACR designation.

C. *VIS.* Update the VIS file on the examiner.

11. TASK OUTCOMES. Completion of this task results in the issuance of one or more of the following:

A. Certificate of Designation

B. Certificate of Authority

C. Letter of Authority

D. Letter of Denial

E. ACR Supplies

13. FUTURE ACTIVITIES

A. Renewal of the ACR.

B. Inspection or spot check of the ACR renewing flight instructor certificates.

C. Investigation of the ACR in response to a complaint.

FIGURE 23-1
LETTER REMINDING ACR OF RENEWAL

FAA Letterhead

[*date*]

[*name and address of ACR*]

Dear [*applicant's name*]:

This letter is a reminder that your authority to act as an Airman Certification Representative (ACR) on behalf of [*enter entire name of FIRC sponsor*] for graduates of Flight Instructor Clinics (FIRC) will expire on [*expiration date*].

Enclosed please find two copies of FAA Form 8710-6, Examiner Designation and Qualification Record. If you wish to renew your ACR designation, please complete and return both copies, along with your current FAA Form 8430-9, Certificate of Authority, to this office. In addition, please submit a record of all flight instructor certificate renewal applications processed since the issuance of or last renewal of your designation. This record should include the applicant's name, certificate, and ratings applied for, and the disposition of the application.

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-2

FAA FORM 8710-6, EXAMINER DESIGNATION/QUALIFICATION RECORD

Form Approved
OMB NR 2120-0033

 EXAMINER DESIGNATION AND QUALIFICATION RECORD		TYPE OF DESIGNATION	PRIVATE PILOT					
			COMMERCIAL PILOT EXAMINER					
			AIRLINE TRANSPORT PILOT EXAMINER					
			PROFICIENCY PILOT EXAMINER					
			FLIGHT ENGINEER EXAMINER					
			FLIGHT INSTRUCTOR EXAMINER					
		<input checked="" type="checkbox"/>	OTHER <u>ACR</u>					
1. NAME (Last, first, middle) _____ Telephone No _____		3. DATE OF BIRTH (Month, day, and year) _____						
2. ADDRESS (Number, street, city, state and ZIP code) _____		4. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO						
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE AND NUMBER _____						
6. HAS ANY CERTIFICATE OR RATING ISSUED TO YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only)								
<input type="checkbox"/> YES <input type="checkbox"/> NO								
7. CERTIFICATES HELD								
TYPE	CERTIFICATE NO	RATINGS	DATE ISSUED					
8. FLIGHT EXPERIENCE (in hours)								
	AIRPLANE		ROTORCRAFT		GLIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS		
PILOT-IN-COMMAND								
FLIGHT INSTRUCTION GIVEN								
COPILOT								
FLIGHT NAVIGATOR								
FLIGHT ENGINEER								
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)								
EMPLOYER'S NAME		NATURE OF WORK		DATES		TITLE OF POSITION		
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.								
DATE _____				SIGNATURE _____				

FAA FORM 8710-6 (10-83)

FIGURE 23-3
COVER LETTER TO ACCOMPANY COPIES OF FAA FORM 8710-6

FAA Letterhead

[*date*]

[*name and address of FIRC*]

Dear [*applicant's name*]:

This letter is in response to your request that we designate [*name of applicant*] as an Airman Certification Representative (ACR) for graduates of your FAA-approved Flight Instructor Refresher Clinics (FIRC).

Enclosed please find an FAA Form 8710-6, Examiner Designation and Qualification Record. This form must be completed by [*name of nominee*] and returned to this office with your written recommendation that [*name of nominee*] be appointed an ACR for FIRC's which you sponsor. In addition, you must submit the following additional information with the application.

- *List 6 items from page 23-3, paragraph 5-A.*

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-4
NOTIFYING FIRC SPONSOR THAT THERE IS NOT A NEED FOR AN
ACR DESIGNATION

FAA Letterhead

[*date*]

[*name and address of FSDO*]

[*name and address of FIRC sponsor*]

Dear [*applicant's name*]:

Our review of the information you provided in your application for an ACR designation reveals that your past activity and/or the activity that you anticipate in the future, does not indicate a need for an ACR. Thank you for your interest in the ACR program.

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-5
LETTER OF DENIAL - ACR CANDIDATE NOT QUALIFIED

FAA Letterhead

[*date*]

[*name and address of candidate*]

Dear [*applicant's name*]:

This letter is to inform you that your application for designation as an Airman Certification Representative for a Flight Instructor Refresher Course is disapproved for the following reasons:

- *Cite specific reasons for denial.*

Should you wish to reapply or discuss this matter please contact this office at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-6
LETTER TERMINATING ACR SELECTION PROCESS

FAA Letterhead

[*date*]

[*name and address of FIRC sponsor*]

Dear [*applicant's name*]:

This letter is in further response to our letter of [*date of original letter to sponsor denying ACR application*] which advised you that [*name of nominee*] does not meet the qualifications to be designated as an Airman Certification Representative (ACR). In that letter we advised you that you could submit a new candidate for consideration within 30 days.

As of today's date, we have not received any nomination for a new ACR from your organization. Accordingly, we are terminating the current ACR selection process.

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-7
MEMORANDUM TO AFS-800 RECOMMENDING ACR

FAA Memo Form

Subject: *[ACTION: Proposed designation of Airman Certification Representative (ACR)]*

From: *[name of FSDO manager]*

To: *[Manager, General Aviation and Commercial Division, AFS-800]*

[THRU: Manager, Flight Standards Division (routing symbol)]

This memorandum recommends that *[name of nominee]* be designated as an Airman Certification Representative for graduates of Flight Instructor Refresher Clinics sponsored by *[name of FIRC sponsor]*.

Enclosed please find copies of FAA Form 8710-6, Examiner Designation and Qualification Record, and additional supporting information which specifies the qualifications of *[name of ACR nominee]* and *[name of FIRC sponsor]*. This information shows that they meet the qualifications specified in FAA Order 8700.1, Chapter 23, Section 2, paragraphs 5(C)4 and 5(C)1, respectively.

If you require further information on this matter, please contact this office.

Sincerely,

[FSDO manager's signature]

FIGURE 23-8
LETTER TO SPONSOR EXPLAINING AFS-800 REASONS FOR DENIAL

FAA Letterhead

[*date*]

[*name and address of FIRC*]

Dear [*applicant's name*]:

This letter is to inform you that [*name of ACR nominee*]'s application for a designated Airman Certification Representative (ACR) for Flight Instructor Refresher Clinics sponsored by your organization has been denied for the following reasons.

- *Cite specific reasons for denial.*

If you wish to submit another nominee for designation as an ACR, you must do so within 30 days of receipt of this letter.

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-9
LETTER CONFIRMING APPOINTMENT WITH ACR DESIGNEE

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

This letter is to confirm our appointment on [*date*] at [*time*] to discuss your appointment as an Airman Certification Representative (ACR) for Flight Instructor Refresher Clinics (FIRC) sponsored by [*name of FIRC sponsor*]. Please be prepared to present suitable identification of yourself at time of the appointment.

If you have any questions concerning this matter or wish to reschedule the appointment, please contact [*name of inspector*] at [*telephone number*] during [*business hours*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-10
LETTER OF AUTHORITY

FAA Letterhead

[*date*]

[*name and address of FSDO*]

[*applicant's name and address*]

Dear [*applicant's name*]:

This letter will constitute your authorization to perform the duties of an Airman Certification Representative (ACR).

This authorization is limited to the renewal of valid flight instructor certificates for graduates of [*list FIRC name*] Flight Instructor Renewal Clinic ONLY. You are not authorized to conduct any written, oral, or flight tests in connection with the ACR duties.

This authorization will become invalid under the following conditions:

- [*list FIRC name*] course has been cancelled or terminated.
- Your Certificate of Authority expires.
- At the request of the Administrator of the FAA.

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-11
LETTER OF CANCELLATION
BECAUSE OF LACK OF NEED OR ACTIVITY

FAA Letterhead

[*date*]

[*name and address of FSDO*]

[*applicant's name and address*]

Dear [*applicant's name*]:

This letter is to confirm what we discussed in our meeting held on [*date of informal meeting*]. As you know, [*fill in reason for cancellation ie., lack of need or activity with specifics*] has resulted in the cancellation of your role as a designated Airman Certification Representative (ACR), effective [*CANCELLATION DATE*].

Please return your FAA Form 8430-9, Certificate of Authority, along with all unused agency material and supplies within two weeks of the effective cancellation date. You may keep your FAA Form 8000-5, Certificate of Designation; however, it must also be returned temporarily in order for it to be officially cancelled, after which it will be returned to you.

As a designated ACR for the FAA you have served [*fill in personal comments of appreciation commensurate with the examiner services rendered*]. Your interest in promoting aviation safety and in fulfilling the role of an FAA pilot examiner has been greatly appreciated.

Sincerely,

[*FSDO manager's signature*]

FIGURE 23-12
LETTER OF CANCELLATION
BECAUSE OF UNSATISFACTORY PERFORMANCE

FAA Letterhead

[*date*]

[*name and address of FSDO*]

[*candidate's name and address*]

Dear [*applicant's name*]:

This is to inform you that your designation as an Airman Certification Representative is cancelled, effective [*set an immediate effective date*]. As a result of this action, no certification files will be accepted by the FSDO as of the receipt of this letter.

The reasons for this cancellation action include: [*list all reasons for the cancellation*].

Please return your FAA Form 8430-9, Certificate of Authority, and your FAA Form 8000-5, Certificate of Designation, along with all unused agency material and supplies within 2 weeks of the above effective date.

Sincerely,

[*FSDO manager's signature*]

[*cc: Regional Office*]

FIGURE 23-13
LETTER REQUESTING FAA MATERIAL FROM CANCELLED ACR

FAA Letterhead

[*date*]

[*name and address of FSDO*]

[*name and address of ACR*]

Dear [*applicant's name*]:

This letter is to acknowledge the receipt of your request to terminate your designation as an Airman Certification Representative (ACR) for the FAA. In order to complete this cancellation we need the following materials to be returned to us: [*list materials that are needed*]. * If you would like to keep your display-type Certificate of Designation, please attach a note of request and it will be returned to you after official cancellation has been completed.

Your participation as an FAA designated ACR has been greatly appreciated. You have fulfilled your duties [*state one or two personal comments commensurate with the examiner services rendered*]. If you have any further questions about the materials to be sent or the cancellation process, feel free to call me anytime during office hours.

Sincerely,

[*FSDO manager's signature*]

